

Clinical Placement Bursary Information and Application Form



PURPOSE OF BURSARIES

The principal purpose is to provide bursary assistance for USQ nursing and midwifery students attending rural or remote clinical placements away from their usual place of residence. Financial assistance is provided to assist students in financial need to undertake their studies, specifically for rural and remote placement areas but also to assist regional students complete a placement in a large metropolitan hospital.

BURSARY VALUE

Each Bursary will have a maximum value of \$750. This will be paid after the semester census date.

If a high volume of applications are received, the maximum value of the bursary may be reduced.

ELIGIBILITY

To be eligible to be considered for a Clinical Placement Bursary a student must:

- be enrolled in the Bachelor of Nursing or Bachelor of Midwifery programs at the University of Southern Queensland
- have successfully completed a minimum of 8 courses (or hold equivalent exemptions) within the Bachelor of Nursing (BNUR)
- be enrolled in a course for which clinical placement attendance is compulsory
- be undertaking a clinical placement that is in a location more than 100 kilometers away from their principal place of residence and study term address (as noted on InPlace).
- demonstrate financial hardship
- provide supporting documentation in support of their application
- applicants are eligible to receive only two bursary payments during their degree program

DEFINITION

The term 'Clinical Placement' encompasses all terms that infer authorised professional experience and development for the course in which the student is enrolled. These terms include 'placement', clinical placement, 'rural or remote clinical placement', 'local clinical placement or 'professional experience'.

SELECTION PROCESS

- No interviews are conducted for Bursary Applications.
- The USQ School of Nursing and Midwifery Clinical Placement Bursary Management Committee will apply the eligibility criteria, rank and select successful candidates from submitted eligible applications.
- Bursaries will be allocated in rank order and the total number of bursaries provided will depend upon the total amount of funding the committee has made available for the programs for each application round.
- Successful applicants will be advised by student e-mail. Applicants are required to maintain up-to-date USQ Personal Details (including study address) via USQ Connect and InPlace.

Important: Applicants should be aware that the number of applications may exceed the funds available and therefore not all eligible applicants will receive a bursary. Preference will be given to applications attending placements where accommodation is not provided. If a high volume of applications are received, the maximum value of the bursary may be reduced.

SELECTION CRITERIA

The following two criteria will be considered when determining an applicant;

Financial:

Please note that **any one** of the following will be considered.

1. The need for temporary accommodation and other relevant expenses involved in attending the clinical placement (evidence of having to maintain rent, board, etc. at permanent residence, travel, petrol, childcare etc.); **OR**
2. There is a requirement for the student to take leave without pay from paid work to attend the clinical placement; **OR**
3. Ineligibility for other funding support for travel such as ABSTUDY or employer support, or other scholarship; **OR**
4. Evidence of other factors causing financial hardships e.g. full fee paying international student, disability, family or carer responsibilities; **OR**
5. The applicant is in receipt of a means-tested Commonwealth income support payment (Centrelink, DVA), for example: Youth Allowance, Austudy, Disability Support Pension, Parenting Payment.
6. The student **must not** be in receipt of remuneration from the placement agency/site, nor supported by another Rural or Remote Clinical Placement Scholarship (such as USQ Sister Elizabeth Kenny Memorial Scholarship).

Placement Type

7. Clinical Placement location must be further than 100 kilometers from recipient's primary/principal residence and study term address (as noted on InPlace).
8. Preference will be given to applications where students are attending a rural or remote placement.
9. Preference will be given to applications where accommodation is not provided by a placement provider, or no free or low cost accommodation is available.

BURSARY CONDITIONS

- Applications must be received by the closing date and submitted on InPlace as per the attached instructions.
- Applications must be accompanied by supporting documentation.
- Bursaries will be awarded each semester to the applicants deemed most deserving by the selection panel through selection criteria assessment. The decision of the panel is final.
- Each Bursary will be paid directly to the recipient in a nominated bank account, by electronic funds transfer (EFT) as a one-off payment after semester census date (the last date to drop courses for each semester).
- The Bursary will be forfeited if, during the semester of Clinical Placement, the recipient;
 - defers their program of study;
 - withdraws from study at USQ;
 - changes their program outside of a Bachelor of Nursing or Bachelor of Midwifery;
- Bursary recipients may be asked to participate, for not more than 5 hours, of the year of receipt of their Bursary, in assisting to promote Bursary donors and USQ as required.
- USQ reserve the right to not award any Bursaries in any given year, or to award limited numbers of bursaries.
- Incomplete applications where eligibility cannot be determined will be deemed ineligible for bursary selection.
- No correspondence will be entered into regarding application processing.
- **Please** do not contact the School of Nursing and Midwifery for application processing details. All successful and unsuccessful applicants will be notified via email.

Clinical Placement Bursary Application Form



I am applying for a clinical placement bursary (Maximum \$750)

| | |
|---|--|
| 1. Which clinical course does this application relate to? | |
| 2. Please note location of your clinical placement | |
| 3. What are the dates of your clinical placement? | |

Section 1: Personal Details

| | | | |
|---|-----------------------------|--------|---|
| Title | | | |
| Family Name | | | |
| Given Name/s | | | |
| Do you identify as an Aboriginal and/or Torres Strait Islander peoples of Australia | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Student Number | | Major | |
| Program | | | |
| Daytime Telephone Number | | Mobile | |
| Email Address | | | |
| Mailing Address | | | |
| Suburb | | State | |
| Country | | | |
| Date of Birth (Compulsory) | Day_____Month_____Year_____ | Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Citizenship Status (please tick one box only) | | | |
| <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident or Humanitarian Visa Recipient <input type="checkbox"/> International Student | | | |

Section 2: Personal Statement

This section is compulsory

Statements must be supported by relevant documents.

Please provide a statement explaining why it is difficult for you to fund a placement more than 100 kilometers from your normal place of residence. Attach additional pages as necessary.

Section 3: Financial Details

Please answer the following questions in this section and provide documentary evidence

DOMESTIC, PERMANENT RESIDENT AND HUMANITARIAN VISA STUDENTS ONLY

Do you personally receive any of the following? Please tick all that apply.

CENTRELINK:

- | | |
|---|--|
| <input type="checkbox"/> Abstudy | <input type="checkbox"/> Family Tax Benefit (my family receives) |
| <input type="checkbox"/> Age Pension | <input type="checkbox"/> Health Care Card |
| <input type="checkbox"/> Assistance for Isolated Children | <input type="checkbox"/> Mobility Allowance |
| <input type="checkbox"/> Austudy | <input type="checkbox"/> Newstart Allowance |
| <input type="checkbox"/> Carer Allowance | <input type="checkbox"/> Parenting Payment |
| <input type="checkbox"/> Carer Payment | <input type="checkbox"/> Pension Education Supplement |
| <input type="checkbox"/> Centrelink Advance Payment | <input type="checkbox"/> Rent Assistance |
| <input type="checkbox"/> Child Care Benefit | <input type="checkbox"/> Sickness Allowance |
| <input type="checkbox"/> Disability Support Pension | <input type="checkbox"/> Special Benefit |
| <input type="checkbox"/> Double Orphan Pension | <input type="checkbox"/> Youth Allowance |

Section 4: Declaration and Supporting Evidence

DOCUMENTARY EVIDENCE CHECKLIST

Please read the following carefully

- Attach **CERTIFIED COPIES ONLY** (certified by a Justice of the Peace or a Commissioner of Declaration) of the documentation that applies to you and your situation.

DECLARATION

You must read and accept all conditions in the following declaration and authority before submitting your application. Your application cannot be considered unless you accept these conditions. By signing this form you also:

- Declare that, to the best of my knowledge and belief, all the information I have provided is true and correct.
- Recognise that it is your responsibility to provide all the necessary documentation to support this application as per the Application Checklist.
- Authorise USQ to verify any information provided by you.
- Are aware that your application will be considered for the Clinical Placement Bursary that you have named at the commencement of this form, and
- The information you have provided will be shared with staff involved in the selection process.
- Understand that giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Commonwealth).

I agree I disagree

| | | | |
|------------------|--|-------------|--|
| Signature | | Date | |
|------------------|--|-------------|--|

Please note: unsigned applications or those without required supporting documentation will not be considered.

To assist us with Marketing, please indicate how you found out about the bursaries

NOTICE AND CONSENTS REGARDING YOUR PERSONAL INFORMATION COLLECTED ON THIS FORM

USQ is collecting the personal information on this Form for university purposes of providing its tertiary education and related ancillary services and the associated functions including managing, administering, assessing applications for, selecting recipients, awarding (including through publication) and reporting on Scholarships or Bursaries at USQ and for these purposes you consent to the transfer of your personal information outside of Australia and if a successful applicant, publication. USQ Support Act 2003, Scholarships Guidelines (Education) 2013, the Education Services for Overseas Student Act 2000 (ESOS Act), ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. USQ may disclose some or all of this information to the relevant government departments or agencies such as Centrelink or their authorised agents or contracted service providers, who may give it to other government entities, and if relevant, the third party associated with funding the Scholarship or Bursary (and their appointees) and your USQ approved representatives (agents and partners). Other than as set out herein, your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law. Your rights to access and to amend your personal information are set out in the Information Privacy Act 2009 (Qld) which also places obligations on USQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to the USQ Privacy Officer.

REMEMBER – WE ARE NOT ABLE TO CONSIDER YOUR SCHOLARSHIP APPLICATION UNLESS YOU PROVIDE YOUR APPLICATION FORM AND SUPPORTING DOCUMENTS.

PLEASE REFER TO THE NEXT PAGE FOR SUBMISSION INSTRUCTIONS.



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CLINICAL BURSARY APPLICATION PROCESS – INPLACE

- Complete this application form.
- Log onto InPlace
- Navigate to the My Details section on InPlace by clicking on the Person icon in the yellow ribbon.



- Scroll down until you find the relevant unit
- Click on 'Edit' in the Clinical Placement Bursary line under the relevant course you want to apply for.

The image shows a screenshot of the 'Edit Clinical Placement Bursary' form. The form is titled 'Edit' and has a blue header. It contains the following fields and controls:

- Clinical Placement Bursary:** A checkbox that is currently checked.
- Comments:** A text area for entering comments.
- File Attachment:** A section with a 'Choose file' button, the text 'No file chosen', and an 'Upload' button.
- Last Changed By:** A text field for recording the user who last modified the record.
- Verified:** A section with three radio buttons labeled 'Yes', 'No', and 'Rejected'.
- Verification Comments:** A text area for providing verification details.
- Buttons:** 'Save' and 'Cancel' buttons are located at the bottom right of the form.

- Upload your completed application form for the course.
- Tick the checkbox underneath Clinical Placement Bursary.
- Add any relevant comments.
- Click on SAVE.